

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:  INCENTIVE AWARDS COMMITTEE 29-114 CURIE HALL				NO.  DATE 26 APR 1954	
TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Chief/ESD	Wing E Curie		27 Apr 54	WES	<p>2-3 can't agree with [REDACTED] 25X1A</p> <p>suggestion to decentralize this program. JEM</p> <p>3. It would be a confused mess if decentralized. AFR</p>
2. DAD/P	223 Curie			JEM	
3. AD/P	217 Curie			AFR	
4.					
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15.					

**SECRET**

26 April 1954

MEMORANDUM FOR: Chairman, Incentive Awards Committee

SUBJECT: Meeting of CIA Incentive Awards Committee

25X1A

1. In accordance with the provisions of Regulation [REDACTED] the CIA Incentive Awards Committee will meet on Thursday, 29 April 1954 at 1:45 P.M. in Room 223, Curie Hall.

2. For Committee consideration, there is one recommendation for a Superior Accomplishment Award, one Efficiency Award recommendation, and twenty-six employee suggestions. The Superior Accomplishment recommendation is outlined in Tab 1; the Efficiency Award recommendation in Tab 2; the suggestions, together with the evaluation brief prepared for each, are summarized in Tabs 3 through 6, and A through K, and are supplied to you for your advance information. Please note that this is the first Efficiency Award to be acted upon by this Committee.

FOR THE CHAIRMAN, INCENTIVE AWARDS COMMITTEE

[REDACTED]  
Executive Secretary

25X1A

Attachments:

Tabs 1 through 6

Tabs A through K

**SECRET**

A G E N D A

SUPERIOR ACCOMPLISHMENT AWARD

	<u>NAME</u>	<u>TAB NO.</u>
25X1A	✓ [REDACTED]	1

EFFICIENCY AWARD

25X1A	✓ [REDACTED]	2
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SUGGESTIONS

<u>NO.</u>	<u>TAB NO.</u>
810	3
476	4
703	5
711	6

MISCELLANEOUS NO. SUGGESTIONS

TABS A THRU K

DISCUSSION

25X1A	[REDACTED], CIA Librarian, has recommended to the Committee for consideration the proposal that authority for the granting of minor awards, the amount to be determined by the Committee, be delegated to the major offices of the Agency.
25X1A	[REDACTED] believes that adoption of this proposal would result in reducing the increasing workload of the Committee.

SECRET

MEMORANDUM FOR: Chairman, Incentive Awards Committee

SUBJECT: Award for Superior Accomplishment-- [REDACTED] 25X1A

REFERENCE: Paragraph 3a (4), [REDACTED] 25X1A

1. Above-referenced Regulation and supporting documents from the Director of Training, recommending the granting of a within-grade pay increase as an award to [REDACTED] GS-9, for superior accomplishment have been reviewed to determine compliance with the legal requirements as set forth in Public Law 429. [REDACTED] compensation is less than the maximum rate for his grade. He has received no previous advancement as an award during the past 52 weeks--the prescribed waiting period for a normal periodic pay raise.

25X1A

25X1A

2. If the Committee favorably considers an award for Superior Accomplishment for [REDACTED], his salary will be increased from \$5,060 to \$5,189 per annum.

25X1A

FOR THE INCENTIVE AWARDS COMMITTEE

[REDACTED]

25X1A

Attachments

SECRET

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Secretary, Incentive Awards Committee DATE: APR 23 1954

FROM : Director of Training

SUBJECT: Award Recommendation -- [REDACTED]

25X1A

25X1A

1. I wish to heartily endorse the recommendation that [REDACTED] of the Office of Training be favorably considered for a Superior Accomplishment Award and be granted a one-step pay increase for his sustained efforts while initiating, devising, and constructing unusually effective and near-perfect three-dimensional training aids in support of the training effort at [REDACTED]

25X1A

25X1A

2. [REDACTED] is a GS-9 exhibits worker with an extremely wide range of techniques. He is a master of native mixes (improvising), sponge rubber, plaster, balsa wood, papier-mâché, black-light and other media.

25X1A

3. There have been nothing but favorable comments from the many training instructors who have received assistance from [REDACTED]. Students and visitors to the training site are invariably impressed by the three-dimensional training aids which he has prepared.

[REDACTED]  
MATTHEW BAIRD

25X1A

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E0-1433

19 April 1954

MEMORANDUM FOR: Director of Training

SUBJECT : Incentive Award Recommendation - [REDACTED] 25X1A

1. It is most gratifying to be able to forward [REDACTED] recommendation that [REDACTED] be considered for an Incentive Award. When I first visited [REDACTED] over a year ago I was greatly impressed with the professional competence of the training aids which had been devised by [REDACTED]. Over the past year my admiration of [REDACTED] and his work has increased. He has certainly, in my opinion, earned recognition for his work.

2. [REDACTED] stress on the intangibles - spirit, morale, craftsmanship, devotion - is most appropriate. [REDACTED] has not been content to "support" our training programs here; he has been an integral part of the training team.

25X1A

25X1A

25X1A

SECRET

5 April 1954

MEMORANDUM FOR: Chief of Training

SUBJECT: Incentive Award Recommendation of [REDACTED]

25X1A

25X1A

REFERENCE: [REDACTED]

25X1A

1. [REDACTED] enumerates the criteria for Incentive Award Recommendations. Under the provisions set forth in this regulation, and specifically under paragraph 4, we recommend that [REDACTED] of this section be considered for an incentive award commensurate with his superior accomplishments in the field of three-dimensional training aids.

25X1A

2. Qualities evidenced by [REDACTED]

25X1A

25X1A

[REDACTED] sustained efforts and high degree of proficiency over the last twenty months have been above and beyond what can be considered normal to his duties as exhibits worker. His skill, ingenuity, cooperativeness and single-minded devotion to his duties are evident in the many examples of his work which are serving the various courses here as time saving instructional aids.

25X1A

There is not one course at [REDACTED] that is not indebted to [REDACTED] in some measure for his contributions to the successful operation of that course.

25X1A

25X1A

[REDACTED] is not content with doing just what is outlined for him in the normal assignment of projects, but is ever concerned with original application, improvement and near perfection of the most minute detail. All of this is accomplished within the prescribed deadlines. If one of the marks of a true craftsman is the amount of self which is projected into a project, then it is our opinion that [REDACTED] more than qualifies. His vocation is also his avocation, as is shown by the many hours of his own time spent in the solution of daily problems.

25X1A

In searching for the qualities which have made [REDACTED] accomplishments superior, one cannot help but comment upon the straightforwardness and pleasantness which are inherent in this man. His sense of team effort and motivation are not commonplace.

25X1A

25X1A

In the many inspection tours of this installation, [REDACTED] models and displays have created wide interest and comment because of their completeness and perfection of detail. These same qualities have made them invaluable aids to instructors where savings in instructor time and effort are savings in the monetary sense.

25X1A

S-E-C-R-E-T

25X1A

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SECRET

MEMORANDUM FOR: Chairman, Incentive Awards Committee

SUBJECT: Efficiency Award-[REDACTED] 25X1A

REFERENCE: Paragraph 3a (2), [REDACTED] 25X1A

1. Above-referenced Regulation and supporting memorandum endorsed by the Chief, Records Integration Division, DD/P, recommending an Efficiency Award for [REDACTED] have been reviewed to determine compliance with legal requirements set forth in Section 1002, Public Law 429.

25X1A

2. STANDARDS: The Efficiency Award is designed to reward, either on an individual or group basis, those Agency employees who make outstanding contributions to efficiency and economy of operations. Such contributions must be within an employee's job responsibility. The Efficiency Award, a part of the management improvement program established by Congress, provides an opportunity to reward employees for effecting improvements and economies while performing daily work assignments. Contributions must result primarily in tangible savings that can be measured in terms of specific "monetary values." In determining the kind of performance which merits a management improvement award, primary consideration will be given when performance results in tangible savings to the Agency and is performed in connection with an employee's work assignment. Savings resulting from an improvement should be computed upon a projected basis and normally will be based upon those savings to be realized during the first year of use.

3. Applying the formula of twenty-five per cent of the estimated first-year savings \$3,821, the resulting amount of \$955 considerably exceeds the maximum cash award of \$375 which may be given (three times the within-grade pay increase of the employee). Although the granting of a salary increase for efficiency would result in a greater award for the employee, it is believed that the cash award would be more equitable in view of the savings involved.

FOR THE INCENTIVE AWARDS COMMITTEE

[REDACTED]  
25X1A

SECRET

S E C R E T

30 March 1954

MEMORANDUM FOR: Executive Secretary of the Incentive Awards Committee

THROUGH: Chief RI

SUBJECT: Cash Award for Efficiency, [REDACTED]

25X1A

Reference: CIA [REDACTED]

25X1A

1. It is requested that [REDACTED] of the RI/Numbering Section be considered for a cash award for efficiency.

25X1A

2. In late 1953, [REDACTED] through her supervisor, suggested a method of control over the numbering of field station dispatches to eliminate the situation whereby two or more dispatches were assigned identical numbers. The assignment of identical numbers to different dispatches creates confusion in dispatch correspondence, and results in the expenditure of time in both Headquarters and the field stations for the research and subsequent correspondence necessary for corrective action.

25X1A

3. [REDACTED] original suggestion, which was never formalized into an employees suggestion has been incorporated into [REDACTED]

25X1A

4. The use of the form will not only preclude the issuance of duplicate dispatch numbers, but in addition streamline logging procedures in the field and serve as a ready reference file. Certain field stations became acquainted with the form on recent field trips by two representatives of this division and in addition to their intended use, other uses involving logging or control procedures were found for the form by station personnel.

5. & 6. Omitted -- See below.

25X1A

25X1A

/s/

Chief, RI/FR

25X1A

15 April 1954

1. Additional data as requested by [REDACTED] is transmitted herewith.

25X1A

2. [REDACTED] is a GS-5 (\$3535.00 pa) in the Numbering Section of RI. This section is responsible for maintaining the record abstracts for all documents received or disseminated by the Clandestine Services.

25X1A

S E C R E T

S E C R E T

Any discrepancies in documentation are first noted in this section; one of [REDACTED] duties is rectifying these discrepancies.

25X1A

3. The following data has been derived from statistics, and studies thereon, maintained in RI and involves the estimated savings in form preparation and control procedures.

a. Preparation

25X9

Approximately [REDACTED] are prepared each year. Through use of form No. 59-140, the logging procedure is reduced to a minimum. (See attachment A) Former logging practices involved entering the dispatch symbol and number; date, pouch number, and subject in a log either in longhand or through typing. Conservative estimates indicate a savings of one-half minute per entry. These logs are generally kept by GS-4 personnel, and a savings of 187 man days or \$2183.00 annually, would result through use of the form. Further intangible savings would result through application of form to other logging requirements.

b. Elimination of Errors

25X1A

Through use of the form as outlined in [REDACTED] errors in numbering dispatches should be avoided completely. The dispatch symbol numbers are constantly used as a point of reference in subsequent dispatches or electrical transmissions. An intangible savings would be realized in the case of a field or Headquarters reference to a prior dispatch, the number of which is duplicated (i.e. two pieces of correspondence with the same number) and the resultant delay and confusion that is created in these instances. A tangible savings is realized through the elimination of elaborate corrective procedures. Approximately 1,000 errors in numbering dispatches are made yearly. Each error involves research, notification memorandum and a corrective dispatch to the field. From statistics taken over a period of time, it has been estimated that the correction of each error and the preparation of necessary correspondence thereon, averages one man hour. GS-5 personnel normally perform this work, therefore, a conservative estimate of savings of 125 man days or \$1638.00 would result annually. Further intangible savings would be realized in the decrease in pouch traffic, processing of paper and the maintenance and equipment necessary for the storage thereof.

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/s/

25X1A

S E C R E T

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CONFIDENTIAL

A. Summary of the Suggestion:

The suggester proposed that the "RETAIN OR DESTROY" classification employed for foreign language publications disseminated by FI/RI be replaced by a new classification, "RETAIN OR SEND TO OCD/LIB/FOREIGN BR." Implementation of this proposal will reclaim many foreign language publications per year from automatic destruction within DD/P, making these same items available to the entire Agency and the rest of the IAC through the facilities of OCD/LIB/FOREIGN BR.

B. Evaluation of Concerned Offices:

The FI/RQM Staff has informed the Committee that the suggestion was adopted and placed into effect in early November 1953 with the proposal being considered highly feasible and desirable by both parties.

25X1A [REDACTED], OCD Library Division, has indicated that implementation of the suggestion has been highly effective in filling in the "gaps" of publications for requesting offices which otherwise would have required expensive reproduction to fill in the "gaps" of missing publications or requesting publications from the Library of Congress. USSR materials (newspapers, periodicals, etc.) have been the publications mostly reclaimed and utilized through adoption of the suggestion.

The above office has indicated that the determination of exact savings effected would be most difficult to estimate. However, savings have already been effected in reproduction and in time required to procure copies of documents, if available, from the Library of Congress.

C. Recommendation:

It is recommended that the Committee consider an award for this suggestion with intangible benefits at Level D of the Scale of Awards.

CONFIDENTIAL

Suggestion No. 476

A. Summary of the Suggestion:

The suggester proposes the use of a Multi-Load Camera Device invented by him for the taking of black-and-white and color film within the same camera. By the switch of a lever from one film to another, the suggester indicates the following advantages and savings which he believes would be possible through the use of this device.

- a. Saving the cost of extra cameras by the use of one camera in place of several.
- b. Saving the time of the photographer.
- c. Saving space and allowing better concealment, if necessary.

B. Evaluation of Concerned Office:

The suggestion was initially evaluated by the Technical Services Staff who have supplied the following evaluation to the Committee.

"...The invention of a Multi-Load Camera Device has been considered by the various divisions of the TSS engaged in photographic research and development and photographic operations. The interested divisions agree that the idea is a very desirable one...The idea is sound and well presented technically. It suggests a device not now in use but which has some potential for improving photographic operations for the Agency...None of the interested divisions of TSS are at this time engaged in work on a multi-load camera primarily for the reason that no requirements for such a device have been placed on them by the area divisions of DD/P...It is difficult to evaluate the savings which would result from the use of such a camera. The inventor has listed three ways by which the Agency would save money. TSS agrees that money could be saved in these ways provided we have situations which require a photographer to quickly change from color to black and white film or to utilize film loads in different speeds or grains..."

The suggestion was presented to the Special Panel of the Committee who concur in its nonadoption. In view of there being no requirements for such a device in the covert offices the Executive Secretary then referred the suggestion to [REDACTED], DD/I, for possible utilization in the overt offices. In addition, the suggestion was referred to the Chief, Photographic Intelligence Branch, ORR. Both of the above indicated that there were no known requirements for this device. Following a personal conference with the suggester, the proposed device was written up for submission to the Chairman, CIA Patents Board, in accordance with [REDACTED] relative to record of invention.

25X1A

25X1A

C. Recommendation:

In view of the determination made by the Special Panel and the evaluation of the overt offices as stated above, it would appear that no further action can be taken at this time in regard to adoption of the proposed device. The CIA record of invention will provide protection to the suggester in the event that he may later wish to seek patent rights.

**STATSPEC**

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~~CONFIDENTIAL~~

## Suggestion No. 711

A. Summary of the Suggestion:

The suggester proposes the arrangement of Room 1040, M Building (where documents classified Top Secret and above are stored) be drastically revised to prevent security leaks of a very serious nature. Two solutions are proposed: (a) add a separate reading room in which desks will be placed at such distances from each other that it will be possible for an individual reading at one desk to avoid reading his neighbor's material (b) if space limitations prevent the appropriation of another room for this purpose, at least place opaque shields around each desk (as they have in some examination halls). Suggester also states that "...securing a Top Secret document in Room 1040 is shockingly easy."

B. Evaluation of Concerned Office:

The CIA Librarian has advised the Committee that OCD agrees with the writer of this suggestion concerning the present unsatisfactory facilities for use of sensitive material in the Central Top Secret Control Section, Room 1040 "M" Bldg. This office has been cognizant of the unfavorable conditions imposed by space limitations and has endeavored to correct them insofar as possible. Readjustment of space in "M" Building in the near future will provide the TSC Section with additional space affording more privacy and greater security protection. In regard to the points on identification and badge checking, the practice has been to require the requester to sign Form 38-13 to show he has read the document...A new handbook of instructions for the control of Top Secret documents has been prepared by this office and is now being coordinated for comment. It proposes that each Area Top Secret Control Officer maintain a current roster of persons within his office eligible for access to Top Secret documents. A copy of each roster will be maintained in Room 1040, "M" Bldg. This will control access."

C. Recommendation:

Since the above office has informed the Committee that the suggestion is already in effect and no part of the suggestion makes added contribution, it is recommended that the Chairman's letter of appreciation be sent.

~~CONFIDENTIAL~~

**CONFIDENTIAL**

Suggestion No.

Summary of Suggestion

Evaluation of Concerned Offices

335

The suggester proposes the route of current intelligence material in a faster, more efficient manner by supplying a columnar form (by means of a rubber stamp, a printed slip or both) so that dates of receipt and release could be noted next to the specific offices. "... By requiring all persons to indicate the length of time that documents on routing have been in their possession, it should expedite the handling of such material."

The Office of Research and Reports submits the following comments: "...Unfortunately, we already know that the requiring of dated signatures is not a sure way to expedite documents, because of our experience with Top Secret documents. The solution lies, rather, in constant pressure by division and branch chiefs to see that their units do not offend." Therefore, ORR regrets they cannot recommend adoption of this suggestion.

358

The suggester proposes utilization of the wooded area behind Tempos I, J, K and L as a picnic area to be used by employees during lunch hours. This would improve morale and relieve some of the congestion in K building cafeteria since many people would choose to eat a snack lunch at the picnic tables rather than use the cafeteria.

The Logistics Office states that "The use of the park area in the rear of I, J, K, and L Buildings is a highly controversial matter. We have in the past attempted to obtain authority to use this land for a parking area. Negotiations and discussions at that time reached the Office of the Secretary of Interior as well as a member of the Senate District Committee. The Personnel Office indicated that the suggestion is desirable from an employees services standpoint. However, in view of the recent agitation for removal of these buildings it would appear that the proposal is now "out of order."

**CONFIDENTIAL**

Suggestion No.

456

25X1A

The suggester proposes that industrial safety practices, i.e. clearly marked fire extinguisher locations and minimum three feet clearances in the aisles leading to the locations, be put into effect at [REDACTED]. At present fire extinguishers are not freely accessible--desk, chairs and files block the locations.

The Security Office states that this practice is already in effect and that similar failures to comply with safety regulations should be reported immediately to the area safety officer concerned. The Executive Secretary of the Committee checked with the Bldg. Evac. Officer at [REDACTED] Street and was assured that proper safety practices are in effect.

25X1A

496

Suggestion proposes creation of a reproduction unit, convenient to ORR Offices, where limited quantities of material could be reproduced in one day. Autostat and photostat equipment could be used with a fulltime operator in charge. The material to be copied would be largely portions of documents on distribution which various analysts require for retention. The end result of this proposal would be to effect improvement in Agency operations.

The Logistics Office states that such a shop has been envisaged for some time but implementation has been delayed pending acquisition of suitable space and justification of additional personnel. Therefore, action has already been initiated leading to eventual implementation of the suggestion.

Suggestion No.

552

Summary of Suggestion

It is suggested that Form 33-47 (Field Duty Status and Overtime Report) covering all overtime for which compensation is due be prepared and submitted to Headquarters semi-annually in lieu of the present practice of submitting it every four weeks. Approximately twenty-one "man minutes" is involved in processing the form; in an overseas post 13 of these forms are submitted annually for each employee. This totals to a figure of 270 man minutes per annum for each individual submitting the form. With many hundreds of individuals submitting the forms every four weeks, considerable savings would result if the form was submitted semi-annually.

Evaluation of Concerned Offices

The Acting Comptroller states that "... Although the suggested procedure would result in considerable savings in time and material, it is not practicable for implementation in the Finance Division of the Office of the Comptroller. Government Regulations require that employees' Time and Attendance Reports be submitted to Payroll Offices for audit prior to release of salary payments to employees. Under the present system, that portion of an overseas employee's remuneration which is paid by Headquarters, is necessarily released to the U.S. allottee prior to receipt of the employee's Time and Attendance Report (Duty Status Report). However, the period during which the employee's status is not determined, is presently limited to one 4 weekly pay period; the time required to transmit a Duty Status Report from the overseas Station to the Headquarters' Payroll Office. To extend the period of undetermined status to six months would result in innumerable overpayments to personnel in extended sick leave and/or LWOP status. To rely on other means of notification from field Stations regarding the non-pay status of individuals, would not provide minimum control considered necessary for this type action."

Suggestion No.

555

The suggester proposes that a typist register be set up within the Agency for personnel cleared to handle classified material and willing to work overtime. "...When an office within the Agency needs extra typing help to do carding, reports or other work which cannot be done by the regular staff during the normal working day, the Personnel Office controlling the register of typists can be contacted, an estimate of the number of hours overtime required to do the work given, and the assignment of one or more typists requested." It is believed that this proposal would result in reducing existing work backlogs and avoid the need for utilizing higher grade personnel to type rather than perform the level of duties required of their grade.

PRDS, Personnel Office, submits the following comments: (a) Encouraging individuals to work a considerable amount of overtime is undesirable. (b) Production of the assigned individuals on their regular jobs probably would be lowered. (c) Cost of the overtime work would have to be charged to the office to which the individual is regularly assigned. (Comptroller could be contracted re. special (d) Effective maintenance and administration of such a register would entail a substantial amount of clerical effort beyond its initial establishment. The Personnel Office is not in a position to provide such an additional service without additional personnel. (e) There would seem to be potential security hazards in assignments of typists to various parts of the Agency. Setting up some similar arrangement within the immediate organizational component might be advisable.

The Security Office states "...The necessity for compartmentalization of the Agency would tend to negate the formation of such a typing pool except on an organizational unit basis."

557

The suggester proposes a security briefing be initiated for adult dependents of CIA employees prior to their departure for overseas in order to enhance Agency security.

The Security Office states "There is already in effect a briefing of adult dependents of CIA employees by the Central Processing Branch, at the time that the employee or dependents are processing for travel to overseas assignment."

631

The suggester proposes that the diesel engine generator located between Wings 1200 and 1300, L Building, either be housed in a larger and sound proof building and proper facilities for exhaust purposes be provided, or a muffler large enough to control the noise made by a machine of this size be attached. At present the machine drowns out telephone conversations when it is in use and the exhaust fumes warrant the closing of the only windows available for ventilation.

The Office of Communications states that the diesel engine generator provides emergency power to the Communications Signal Center in the event of primary power failure and is installed in an approved manner with adequate facilities for carrying off exhaust fumes. It is possible, however, that certain "quirks" in the atmosphere could cause fumes to drop between the two wings in question. This machine is normally operated two hours each week during routine maintenance inspections to insure its readiness for emergency use. Operation for longer periods indicates that a power failure has occurred necessitating activation of the emergency power source. Commo concludes that it is not practicable to adopt the suggestion.

648

The suggester proposes publication of a booklet entitled: FACTS AND FIGURES -- A Handbook of Facts, Figures and Sources of Information. It would be an unclassified publication which could be used for ready reference in research work. Information pertaining to foreign currency, conversion factors for weight, liquid measures, etc., measures of grain, potatoes, beans, and other unclassified information that would be consolidated for the researcher. Blank pages in the back could be used to record other information pertinent to the researcher's field of work.

PRDS, Personnel Office, states that "... Guides and handbooks covering many of the common standard items mentioned by the suggester are available for purchase in Book Stores, Drug Stores, Magazine Stands, etc. for a nominal price. Non-standard items, on the other hand, cannot be justified for publication and distribution on an Agency-wide basis since only relatively few individuals are required to have such information in the conduct of their Agency responsibilities. ...The manhours required to compile and consolidate the items of information and the cost of publishing a handbook for a relatively small ratio of personnel who are required or may even care to have such information available in the form of a handbook, does not appear to justify further consideration of the suggestion.

Suggestion No.

Summary of the Suggestion

Evaluation of Concerned Offices

725

Suggester proposes the adoption of a machine to hold shorter stencils or the development of a letter size stencil with a tab of cheaper paper long enough to fit present equipment. Since most government offices use letter size, rather than legal size paper for much work requiring the use of ditto or mimeographing material, a loss of several inches of specially treated stencil paper is realized for each page.

The Logistics Office states that "Both ditto and mimeograph machines are versatile enough to accommodate both long and short stencils and to print both long and short paper. Persons requesting these types of reproduction services simply plan the size of the printed document and utilize the proper size stencils and paper."

742

The suggester proposes that substitute payroll clerk positions be installed in the Finance and Fiscal Divisions Payroll Sections to effect improvement in morale and a decrease in "backlogs" of work which pile up while employees are on leave. These "backlogs" often require overtime to bring the work to a current basis. (In actuality, an understudy program)

The Comptroller's Office states that "The adoption of this suggestion would not result in a saving to either the Finance Division or Fiscal Division Payroll Sections from the monetary or morale standpoint. When individual employees in Payroll Sections are absent for extended periods of time, their work is necessarily absorbed by other payroll employees since payrolls must be processed currently at all times. It therefore appears that the substitution program suggested by the employee is already in operation."

Suggestion No.

Summary of Suggestion

Evaluations of Concerned Offices

751

Suggester proposes the use of a special telephone ring for incoming outside calls to Agency employees in order to (1) reduce the number of personal outside calls received (since Supervisor would be aware of them), (2) other employees would be more careful not to discuss classified information near the telephones, knowing call is from "outside," and (3) rule of not giving your phone number to outsiders would be more vigorously adhered to by employees.

Security Office states "...Classified information may not be discussed over the telephone whether the transmission lines are confined to Agency buildings or not. Discussions of classified information; therefore, should not be conducted so as to permit a caller, whether an Agency employee or otherwise, to overhear the discussion. In view of the above, it is not felt that a foreknowledge of the source of a telephone call as being from inside or outside the Agency serves any material purpose."

753

Suggester proposes that one or two shuttle buses pass I and J Buildings and stop only at K and L after 5:00 P.M. in order to provide transportation for those people who wait at the K and L gates and are not able to board the crowded buses.

Logistics Office states "...Providing a bus service between buildings prior to normal working hours or after the normal working hours is questionable as to its legality. Action will be taken by the Logistics Office to determine from General Counsel whether the current procedure of commencing the bus run at 0800 hours and continuing it until 1730 hours is legal, in view of the provisions of Public Law 600, 79th Congress. It has been learned from past experience that unless buses are filled to capacity, complaints may be expected if buses pass up any authorized stops where people are waiting to board the bus...In the event persons require transportation for strictly official business, between points not connected by the bus service, or during hours in which the bus service is not operating, it may be obtained in accordance with existing regulations by calling the Motor Pool during normal working hours, or the CIA Watch Officer, Extension 2857 during other than working hours."



Suggestion No.

Summary of Suggestion

Evaluation of Concerned Offices

754

Suggester proposes that to call attention to dispatches not receiving priority attention while in the "IN" boxes of those to whom the dispatch may be routed for coordination or clearance, the upper portion of the Agency's Official Dispatch Form No. 51-29 be attached to the transmittal form.

Management Staff states that clipping an existing form in order to obtain an expedite indicator is a relatively expensive means of achieving the desired objective. Mass use of expedite indicators for specific categories of documents tend to defeat the very purpose for which the indicator was intended.

757

Suggestion proposes that the serious safety hazard caused by Independence Avenue traffic (behind Curie Hall) be brought to the attention of the Park Police and adequate warning signs be provided for protection of pedestrians.

National Park Service's reply to the Logistics Office states in regard to the "...Need for DO NOT BLOCK CROSSWALK signs on Independence Avenue...CAUTION" CROSSWALK signs are in place at this intersection and from our observations the placing of additional signs will not deter vehicular traffic from disregarding the crosswalk lines. We intend to repaint the crosswalk lines, which are not too visible and this may partially alleviate your problem."

760

25X1A

Suggester proposes the installation of curved funnels on the roof of [REDACTED] Street similar to those on an ocean liner, which would turn with the direction of the wind, in order to ventilate the building in the winter months.

The Logistics Office states "...Despite the fact that the cooling units of all air conditioning equipment are shut down during winter months, the ventilating fans continue to pull in fresh air the year around. To further assist ventilation, two large exhaust fans are in continuous day-time operation at both ends of the attic space. These fans pull air up from the main rink area through four large grilles in the suspended ceiling & exhaust it to the outside. The addition of room ventilators would seriously reduce this

Suggestion No.

Summary of Suggestion

Evaluation of Concerned Offices

760 (Continued)

desired air flow by allowing the greater portion of the air volume to the exhaust fans to be drawn in through such ventilators, rather than from the occupied space below the suspended ceiling."

772

The suggester proposes signs recommending the use of one rather than several paper hand towels be placed in rest rooms throughout the Agency to effect economy in supplies. >

The Logistics Office is responsible for providing rest room facilities and they feel use of individual signs for conservation programs is prohibited due to cost.

775

Suggester proposes establishment of "Ladies Lounges" to increase morale, reduce tension and save time for women employees. Such lounges could provide a means for eating lunch rather than taking time for eating in cafeterias, thus returning employees to their duties more quickly.

Since more than one lounge would be required, the question of space is important. Space in Tempos I-J-K-L-M-Q Buildings is definitely not available. "From our observations of cafeteria operation, the use of individual rooms designated as lounges would be abused to no small degree by a portion of the employees. Cliques of individuals would monopolize the tables, and being to some extent isolated, adherence to time schedules might be neglected. Such rooms would also require additional cleaning service where fixed responsibilities could not be established. This cleaning service cannot be obtained except on a reimbursable basis."

**CONFIDENTIAL**

Suggestion No.

425

**Summary of the Suggestion**

The suggester proposes the use of a "Plan-  
'K'-Print Kit to be used by offices in  
planning moves, organizational activities  
etc. The Kit works on the principal of  
a magnetic base with an overlay to rep-  
resent furniture, equipment, and build-  
ings scaled to size.

**Evaluation of Concerned Office**

The Logistics Office has advised  
the Committee that a demonstration  
was arranged on the Plan Kit by  
the Gross Engineering Company with  
the demonstration conducted by a  
local representative of the Walcott-  
Taylor Company, Washington, D. C.  
Approximately a dozen Agency mem-  
bers attended but there was not  
sufficient interest, to the extent  
of purchasing the Kit, evinced by  
those attending. Therefore, it  
would appear that adoption of the  
suggestion at this time is im-  
practical.

702

The suggester proposes that as a psycho-  
logical warfare suggestion the use of the  
term "American" to mean "of the United  
States of America" exclusively, and with  
the implied exclusion of other countries  
in the Western hemisphere creates an un-  
pleasant reaction in the minds of Latin  
Americans as they too consider themselves  
Americans. Therefore, such use of the  
term "American" should be avoided as a  
means of developing friendlier relations.

The PP Staff, DD/P, has advised the  
Committee that the suggestion has  
been put forward by a number of  
individuals and groups in the past  
and would require overt action by  
the State Department and as such  
would have no covert aspects which  
would involve CIA. No improvement  
in our operations can be foreseen  
through its adoption. The effort  
involved in such a suggestion would  
probably cost the Government more  
than it would save.

**CONFIDENTIAL**

**CONFIDENTIAL**

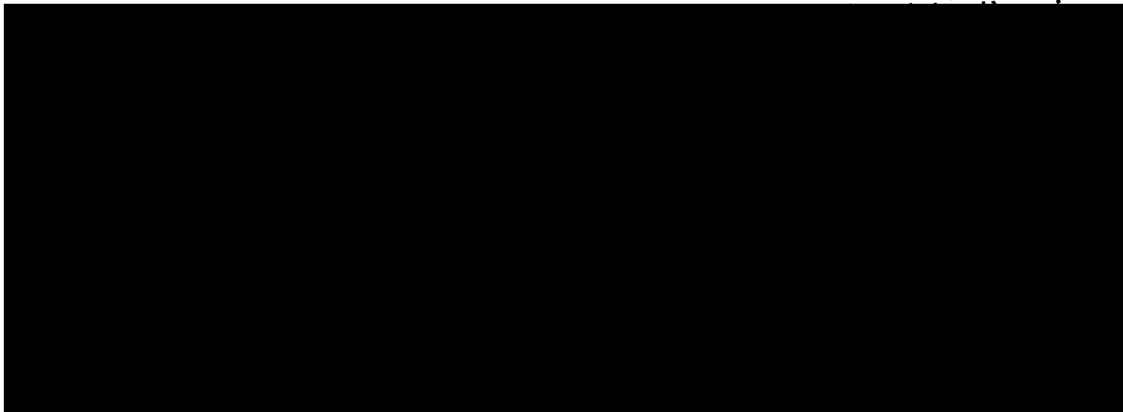
Suggestion No.

Summary of Suggestion

Evaluation of Concerned Offices

693

25X1C



816

Since pouches contain documents of a very light, soft, onion skin type of paper, suggester proposes that sheets of a heavier stiffer composition be attached to the back of documents when they are being prepared for processing.

The subject suggestion has been reviewed in RI, and is considered to possess no applicability. RI is presently using an expandable envelope type folder for the routing of pouches.

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